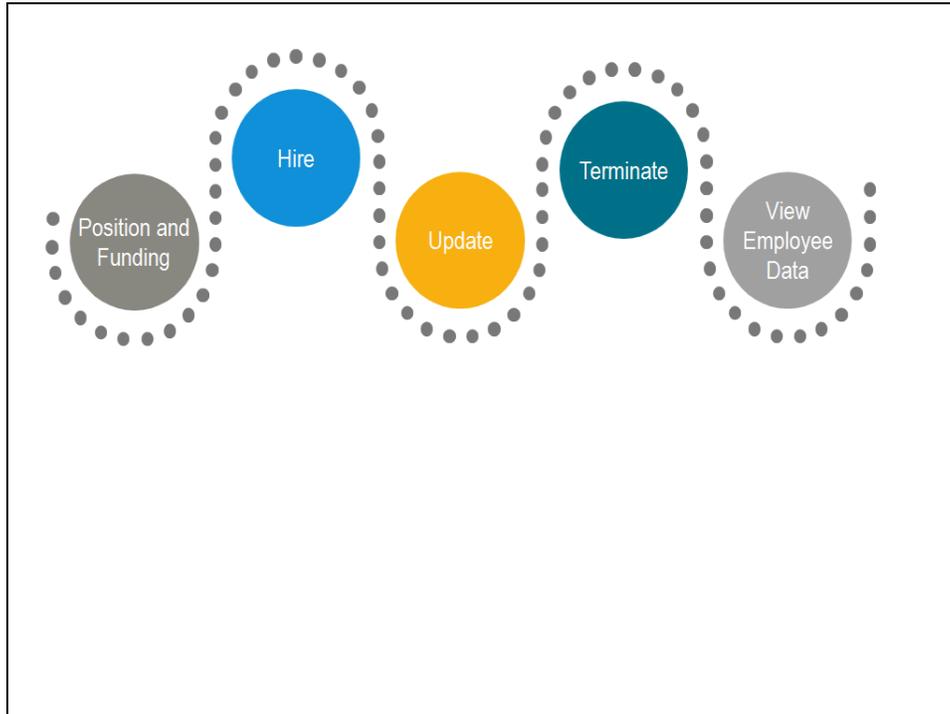
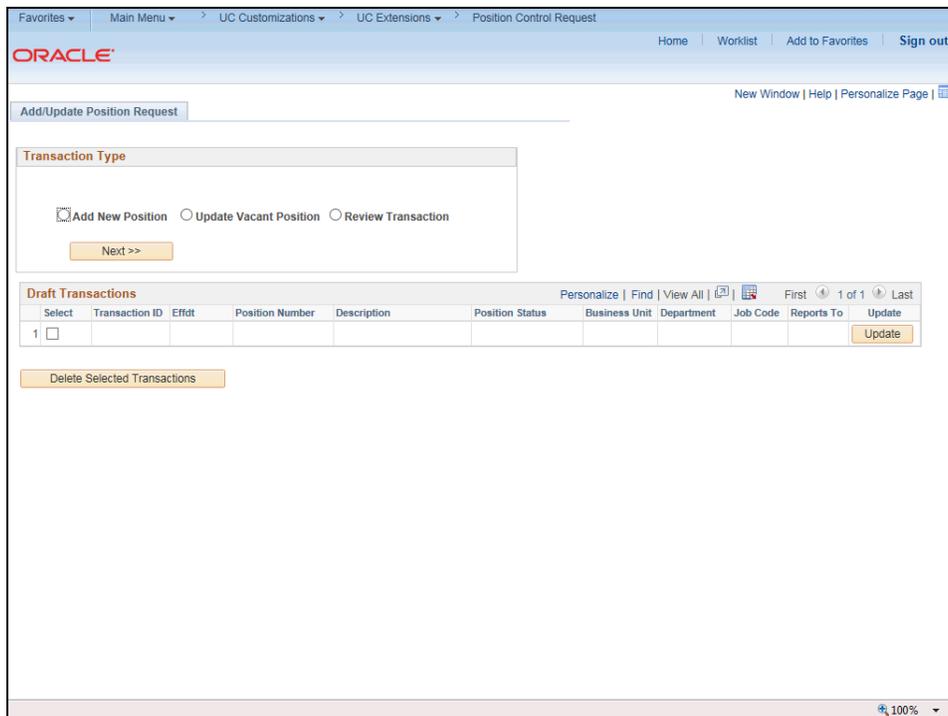


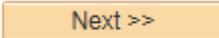
This simulation provides an overview of how to enter a request for a new position and funding for the position in UCPath.

This simulation is for informational purposes only. The tasks included in this simulation are performed by those with the appropriate UCPath security role.



Step	Action
1.	The following tasks are covered in this demonstration: - Enter a Position Control Request (Position Control Initiator) - Enter position funding (Funding Initiator)



Step	Action
2.	<p>Location Position Control Initiators use the Position Control Request page to request that a position be added (or to update a vacant position) in UCPath. After the position request is entered and saved, the request is automatically routed to the appropriate person(s) for approval.</p> <p>After the position is approved, funding can be entered for the position. The funding entry is also routed for approval.</p>
3.	<p>Click the Add New Position option.</p> 
4.	<p>Click the Next >> button.</p> 

Step	Action
5.	Use the Description page to enter header-level information about the position as well as Job Information, Work Location information and Salary Plan Information . This component is effective dated and captures history of any changes to the position.
6.	Use the Job Information section to identify the position's Business Unit and Job Code .
7.	The Union Code, Title and Short Title fields automatically populate based on the selected job code.
8.	Use the Work Location section to identify the location details and the position to which this job reports.
9.	The Company and Location fields automatically populate based on the selected department.

Shift: Not Applicable
Title: BLANK AST 2
Union Code: CX Clerical & Allied Services
Short Title: BLANK AST

Work Location
Reg Region: USA United States
Department: 352500 Payroll
Location: 141648 Wilshire Center
Reports To: 40081000 ADMIN ANL PRN SUPV
Company: UCS University of California
Supervisor Lvl: []
Dot-Line: []

Salary Plan Information
Salary Admin Plan: [] Salary Grade: [] Step: []
Standard Hours: 40.00 Work Period: W Weekly
Mon: 8.00 Tue: 8.00 Wed: 8.00 Thu: 8.00 Fri: 8.00 Sat: Sun: []

Salary Ranges
Minimum Midpoint Maximum

USA
FLSA Status: Nonexempt Bargaining Unit: 8888
Updated on: [] Updated By User: []
Buttons: Save for Later, Cancel

Step	Action
10.	Use the Salary Plan Information section to identify the Salary Admin Plan and the Salary Grade related to the position. Step is not defined at the position level.
11.	The FLSA Status field defaults based on the job code.

Position Number: NEW Transaction ID: 1111111111
Headcount Status: Current Head Count: 0 out of 0
*Effective Date: 04/25/2017 Approval Status: Initial *Status: Active Initialize
*Reason: NEW New Position
*Position Status: Approved Status Date: 04/25/2017 Key Position: []

Job Information
*Business Unit: LACMP UCLA Campus
Job Code: 004723 BLANK AST 2
Reg/Temp: Not Applicable Manager Level: All Other Positions
Shift: Not Applicable Full/Part Time: Not Applicable
Title: BLANK AST 2 Union Code: CX Clerical & Allied Services
Short Title: BLANK AST

Work Location
Reg Region: USA United States
Department: 352500 Payroll
Location: 141648 Wilshire Center
Reports To: 40081000 ADMIN ANL PRN SUPV
Company: UCS University of California
Supervisor Lvl: []
Dot-Line: []

Salary Plan Information
Salary Admin Plan: UCCX Salary Grade: 112 Step: []
Standard Hours: 40.00 Work Period: W Weekly

Step	Action
12.	Click the Specific Information tab. 

Step	Action
13.	Use the Specific Information page to identify the Max Head Count and FTE (full-time equivalency) for the position.
14.	The Update Incumbents , Include Salary Plan/Grade and Include FTE check boxes are not available when adding or updating positions using the Position Control Request page. These options (updated in the Position Management) allow updates to the position to automatically update the position-related fields in Job Data for the assigned incumbents.
15.	Click the UC Position Data tab. 

Step	Action
16.	<p>Use the UC Position Data page to enter the HR Worksite, Employee Relations Code, Incentive Award Plan (if applicable) and if there are any special training or security clearances required for the position.</p> <p>Note: For Lawrence Berkeley National Lab (LBNL1) an additional section appears at the bottom of the page to track Secondary Org Department and Description.</p>
17.	<p>Click the Supporting Documents tab.</p> <p>Supporting Documents</p>

Transaction ID 1111111111

Position Number	Effective Date	Position Reason	Operator ID	Unique Sys Filename	DateTime Stamp	Attached File	Add Attachment
1 NEW	04/25/2017	NEW					Add Attachment

Save and Submit Save for Later Cancel

Step	Action
18.	Use the Supporting Documents page to add attachments to the position record, if needed.
19.	When the position entry is complete, click the Save and Submit button. Save and Submit

Transaction ID 100000008

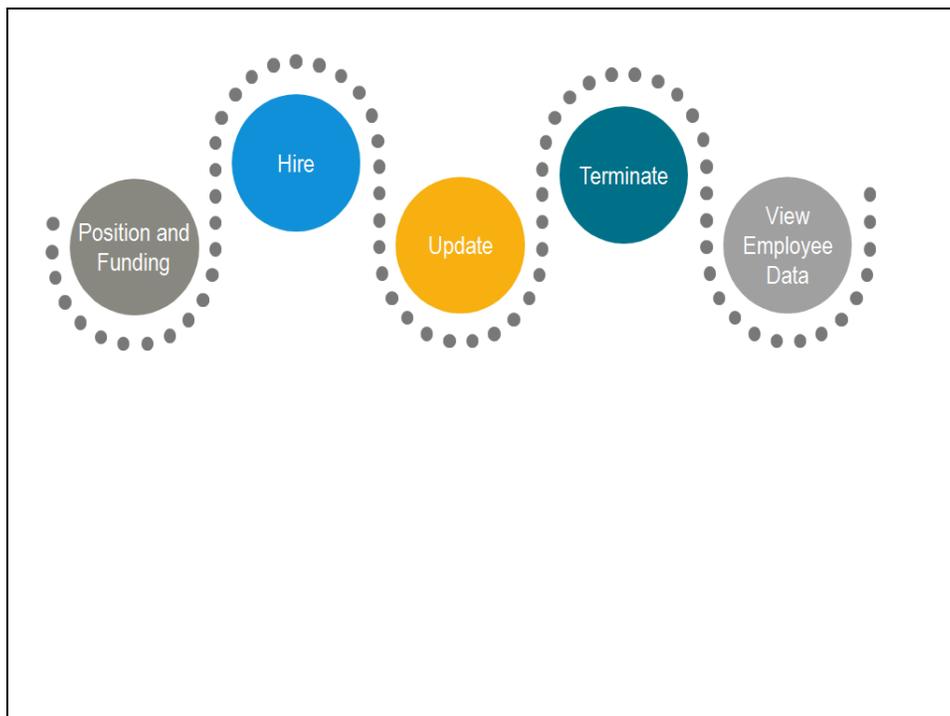
Position Number	Effective Date	Position Reason	Operator ID	Unique Sys Filename	Date/Time Stamp	Attached File	Add Att
1 NEW	04/25/2017	NEW	CARRI AMLSON		05/08/17 9:55:29.000000AM		Add Att

Position Control
 WL Tran ID: 100000008, Position: NEW, Effective Date: 2017-04-25:Pending View/Hide Comments

Position Control
 Pending → Not Routed
 Multiple Approvers UC AWE Approver 01 → Multiple Approvers UC AWE Approver 02

Comments

Step	Action
20.	The position request is automatically routed to the appropriate person(s) for approval.



Step	Action
21.	<p>After the position is entered and approved, the funding can be entered for the position.</p> <p>The next task demonstrates how a Location Funding Initiator enters the funding.</p>

Step	Action
22.	Location Funding Initiators use the Funding Entry page to enter funding for new positions.
23.	<p>Click the Add a New Value tab.</p> <p>Add a New Value</p>

The screenshot shows the 'Funding Entry' page in the Oracle UCPath system. The breadcrumb trail at the top reads: Favorites > Main Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry. The Oracle logo is in the top left, and navigation links (Home, Worklist, Add to Favorites, Sign out) are in the top right. The page title is 'Funding Entry' with a 'New Window | Help' link. Below the title are two buttons: 'Find an Existing Value' and 'Add a New Value'. The form fields are: Request ID: NEW; Set ID: LACMP; Department: (empty); Fiscal Year: 2017; Budget Level: Position; Position Pool ID: (empty); Position Number: (empty). An 'Add' button is located below the fields. At the bottom of the form area, there is a link: 'Find an Existing Value | Add a New Value'. The footer contains a JavaScript snippet and a zoom level of 100%.

Step	Action
24.	Enter the Set ID , Fiscal Year , and Budget Level fields. Also enter the Department and Position Number fields for the funding entry.
25.	Click the Add button. 

Step	Action
26.	The funding entry can be completed prior to or after hiring the employee. If the position is for an employee with capped salary, above cap salary or Multiple Components of Pay (MCOP), then the Salary Cap / MCOP Funding Worksheet link becomes available on this page to complete the appropriate funding.
27.	The position details appear at the top of the page, including the Budget Begin Date and Budget End Date .
28.	The Job Data Snapshot section is blank, which indicates there is not an incumbent employee in the position at this time.
29.	Enter the Funding Effective Date and the Earnings Distribution information.
30.	Scroll to the right to view additional fields.

Step	Action
31.	<p>There are a variety of distributions for earnings. The total distribution percentage by earn code must equal 100 percent. In this example, all earnings are funded by a single source.</p> <p>To enter funding details for multiple funds and allocation percentages, you can insert additional rows as necessary.</p> <p>This example does not require additional distribution rows.</p>

Request ID: NEW
Set ID: LACMP **Department:** 352500 **Payroll:** Request Status: In Progress
Fiscal Year: 2017 **Budget Begin Date:** 07/01/2016 **Budget End Date:** 06/30/2017

Level: Department Position Pool **Position**
Position Number: 40159338 **BLANK AST 2** **Pool ID:**

Job Data Snapshot

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expec Job Er Date
1		0		0					

*Funding Effective Date: 04/25/2017 Eff Seq: 0 *Status: Active Record Status: In Progress

Earnings Distribution

Em Cd	Seq #	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	OTC Indicator
1			4	660000	9060	69085			LAFIN	

Justification document: Add Attachment, View Attachment, Delete Attachment, Budget Distribution Details

Approver document upload

Comment

Step	Action
32.	Attachments can be added to the funding entry, if needed.

Set ID: LACMP **Department:** 352500 **Payroll:** Request Status: In Progress
Fiscal Year: 2017 **Budget Begin Date:** 07/01/2016 **Budget End Date:** 06/30/2017

Level: Department Position Pool **Position**
Position Number: 40159338 **BLANK AST 2** **Pool ID:**

Job Data Snapshot

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expec Job Er Date
1		0		0					

*Funding Effective Date: 04/25/2017 Eff Seq: 0 *Status: Active Record Status: In Progress

Earnings Distribution

Em Cd	Seq #	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	OTC Indicator
1			4	660000	9060	69085			LAFIN	

Justification document: **Add Attachment**, View Attachment, Delete Attachment, Budget Distribution Details

Approver document upload

Comment

Save Notify

Step	Action
33.	Click the Save button.

Step	Action
34.	After saving the transaction and when there are no errors, the system displays the Submit button. Click the Submit button.

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ORACLE

Fiscal Year: 2017 Budget Begin Date: 07/01/2016 Budget End Date: 06/30/2017

Level
 Department Position Pool Position
 Position Number: 40159338 BLANK AST 2 Pool ID:

Job Data Snapshot [Personalize](#) | [Find](#) | [\[?\]](#)

[Job details 1](#) | [Job details 2](#) | [\[?\]](#)

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expec Job Et Date
1		0		0					

Funding Effective Date: 04/25/2017 Eff Seq: 0 Status: Active Record Status: In Progress

Earnings Distribution [Personalize](#) | [Find](#) | [\[?\]](#)

Em Cd	Seq #	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub	GL Bus Unit	OTC Indicator
1	1		4	660000	9060	69085			LAFIN	

Justification document
[Add Attachment](#) [View Attachment](#) [Delete Attachment](#) [Budget Distribution Details](#)

[Approver document upload](#)

WL Tran ID: 100000008, Funding: NEW, Effective Date: 2017-04-25: Pending [View/Hide Comments](#)

Funding Entry
 Pending → Not Routed
 Multiple Approvers UC AWE Approver 01 → Multiple Approvers UC AWE Approver 02

[Comments](#)

[\[?\]](#) | [A](#)

100%

Step	Action
35.	The request is automatically routed to the appropriate person(s) for approval.
36.	You have viewed a simulation of how to enter a request for a new position and funding for the position in UCPath. End of Procedure.